

# ESO TRANSMITTAL (TL) PROCESS

**EFFECTIVE 15 OCT 2007, the OKESO will no longer accept hard copy or random e-mail TL or individual documents. All documents or inquiries received in this manner after this date will be RETURNED WITHOUT ACTION.**

**Transmittals to ESO for SRIP (Bonus), SLRP (Student Loan), MGIB (GI BILL), and other miscellaneous Education/Incentive actions will be TL'd in the following method;**

## **File TYPE Details**

Scan supporting documents as **.tiff** at **300 dpi** or greater. Convert TL to **.tiff** and combine with supporting documents as **ONE** TL packet. To convert to documents in word or PDF format to **.tiff**, use the following steps;

- a. While viewing document, press **CTRL + P**. With the print box opened, select "Microsoft Office Document Image Writer" from the printer selection drop down box. Click the "properties" box, select "advanced" tab, and select ".tiff" and click "ok". This will open a save box for the newly converted tiff file. Save the file in an area where you can readily work it (desktop or my documents). You can discard your former scan in the other format.
- b. Once the completed TL and the supporting documents are both in the **.tiff** format, open the TL and click "file", click "insert file", and pull the supporting documents into the TL file. This will combine the TL with the supporting documents. Click the save button; now you have a complete TL.
- c. Rename the scan with the TL name (e.g., SRIP900080112) and drop in the ESO folder for action.

## **File NAME Details**

1. The file name of each transaction will be used to identify the originator and type(s) of documents that are being sent.
2. The **FIRST** four (4) characters will either be "**SRIP**", "**SLRP**" or "**MGIB**".

**NOTE: Do not combine SRIP, SLRP, or MGIB actions in the same file as these are worked by different ESO managers. TLs that are a combination of different programs will be RETURNED WITHOUT ACTION.**

3. The **FIFTH**, **SIXTH**, and **SEVENTH** characters will be the **UNIT PRN**.

4. The EIGHTH, NINTH, TENTH, ELEVENTH, TWELFTH, and THIRTEENTH character will be the date in **YYMMDD** format. The date used will be the date placed into the ESO scan folder, regardless of when the file was originally created.

**Examples:**

**SRIP819071001**

**SLRP817071002**

**MGIB815071005**

5. The following actions will fall under these TL transactions;

a. SRIP; All bonuses to include NPS, REB, CSRB, Officer AF and AC, PS, AFF, etc.

b. SLRP: Student Loan, Health Professional Loan Repayment, Chaplain Loan Repayment.

c. MGIB; N.O.B.E. (Notice of Basic Eligibility for GI Bill, MGIB Kicker, or other MGIB transactions.

6. Before you copy the file into the PERMS scan folder, open the file on your computer and **ensure all pages are rotated right side up.**

### **General Guidelines**

1. The ESO file is located within the iPERM drive you are currently using to post TL's to SIDPERS (ER, EP, OP, OR). Simply enter the iPERM drive, locate the ESO folder, and drop the properly prepared TL into the folder. **EXCEPTION: Forward deployed unit (Iraq, Afghanistan, and Kuwait) may submit properly created and named TL via e-mail to [ngokeducation\\_incentives@ng.army.mil](mailto:ngokeducation_incentives@ng.army.mil).**

2. **OKARNG Form 48** and **TAG 10** will no longer be used; These documents will be RETURNED WITHOUT ACTION. To ensure you receive your comeback copy for any transactions sent, only use the attached Transmittal Letter.

3. On the TL include the following information:

- a. File name.
- b. Unit Name.
- c. Point-of-contact, to include email address and phone number.
- d. List of items included in the file.

4. ESO will process the TLs in the order received. Once the TL and supporting documents have been reviewed and processed, the ESO will send the unit (unit POC listed on TL) a return TL reflecting action is **“COMPLETE”**.
5. If ESO determines that required documents are missing or that the action could not be completed for whatever reason, unit will receive the TL **“RETURNED WITHOUT ACTION”** via e-mail (with all documents of original TL) with noted comments. This TL will be deleted from the ESO folder and NO ACTION will be taken regarding this invalid or incomplete TL.
6. If there is a requirement for the unit to send missing or corrected documents to the ESO, simply attach missing or incorrect documents directly into the original TL (don't forget to delete the incorrect documents from the TL) and place back in the ESO folder with the current date updated in the TL name. In some cases where most or all of the documents need to be corrected, it might be easier to delete the original TL and start over. ESO will NOT accept corrections or partial TLs through e-mail. **ONLY PROPERLY PREPARED TLs PLACED IN THE ESO folder will be actioned.**
7. There will be **NO NEED** to place duplicate requests. If unit is unsure if TL was sent, or if TL was actioned, unit only need to go into the ESO folder within the PERM folder and see if the TL is still pending. If it is not present, then unit will understand the TL is being actioned; unit will only need wait for the return TL or TL confirmation in e-mail from the ESO. If the TL has not been present in the ESO folder and unit has not received a confirmation TL within 5 business days, feel free to contact the ESO for status of the TL at [ngokeducation\\_incentives@ng.army.mil](mailto:ngokeducation_incentives@ng.army.mil).

### **COMMON MISTAKES IN PROCESSING SEEN BY THE ESO:**

1. iMARC Bonus One Report; if the report is included with the TL, there is no need to list each SM on the TL individually.
2. The TL does not need to be “signed” by the unit. Your POC information on the TL provides unit authorization and each scan is digitally stamped with the creator of the scan.
3. Combining different programs on same TL. TLs sent with SRIP and SLPR or SRIP and MGIB, etc., on the same TL will be returned without action.

Oklahoma Education Services Office Transmittal Support Document

Transmittal Number:

**SRIPPRNYMMDD**

Unit:

**YOUR UNIT HERE**

LAST, FIRST, MI	SSN	REQUEST	PAYMENT DATE / REMARKS
Smith, John, D.	440-44-9988	Anniversary Payment	(((no dates needed for this)))
Doe, Jane R.	555-44-8989	Initial Payment	DA 4836, SRIP Contract, MOS ORDER
Rocky, Road, L.	424-55-6969	Termination Request	AWOLS, TAG 11, Written Notice to Soldier
((no names needed for this))	(5) SM's	Anniversary Payments	iMARC Bonus One Report SEPTEMBER

**NOTICE:** Exclusion of ANY of the below listed required documents will result in TL being RETURNED WITHOUT ACTION until TL is submitted complete. Documents required for initial payment only, unless specifically requested.

**ENLISTMENT BONUS**

SRIP Contract  
DD Form 214 from IADT  
MOS Award Order  
High School Diploma

**REENL/EXTN BONUS**

SRIP Contract  
DA Form 4836/DD 4  
MOS Order (if not MOSQ in iMARC)

**PRIOR SERVICE BONUS**

All separation from service docs;  
(DD Form 214, NGB Form 22, etc.)  
SRIP Contract  
MOS Order (if not MOSQ in iMARC)

**AFFILIATION BONUS**

Active Duty Comp. DD Form 214  
SRIP Contract  
MOS Award Order

**OFFICER ACCESSION**

Officer SRIP Contract  
DA Form 71/ NGB Form 337  
DD Form 214/DA Form 1059

**OFFICER AFFILIATION**

Officer SRIP Contract  
DA Form 71/ NGB Form 337  
DD Form 214

**Student Loan Repayment/Health Professional Loan Programs**

DD Form 2475 (Located on JFHQ Homepage)  
Loan Disclosure Statements (for each loan)  
Loan Master Promissory Note  
SLRP Contract (for initial payments)

**AGR SRB**

DA Form 4836/DD 4  
AGR Worksheet  
AGR DA 4856 Counseling  
AGR DA 4789 S.o.U.

**Critical Skill Retention Bonus**

CSRB Contract  
NGB 23, RPAM  
NGB FED REC Order  
DA 1059/DD 214 for MOS/AOC  
Personnel Qualification Record (PQR)  
DA Form 5447-R (OSA)

**TERMINATION of BENEFIT**

TAG Form 11  
Commander's Notification to Soldier (Certified Letter)  
ARNG Discharge Order (If applicable)  
AGR/MIL TECH appointment order (If applicable)  
Flagging Action DA 268 (If applicable)

**MOS Conversion Bonus**

MOSC Contract  
DD Form 214/DA Form 1059  
(from MOS Reclass)

**MONTGOMERY GI BILL/MGIB Kicker**

High School Diploma  
DD 214 from IADT  
Kicker Contract/Supplemental (If applicable)

**Sender's E-Mail and DSN**

your\_name\_in\_here\_@us.army.mil

DSN: 628-0000 or COMM: 228-0000